

OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
ACCOUNTING MANAGER

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the Current Exam Certification List
Location: 55 Elm Street, Hartford, CT
Job Posting No: #846
Hours: Full-Time (40 hrs/week)
Salary: \$81,033 (MP64) Starting Annual Salary
Closing Date: Friday, July 26, 2013 - Application materials must be received by 5:00 p.m. by this date

The Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill an **Accounting Manager** position within the Management Services Division (MSD). The position will assist the Division Director in carrying out daily business and budgetary activities.

Eligibility Requirement: Candidates must have applied for and passed the **Accounting Manager** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties: Responsible for developing, implementing, managing and executing a \$27 million agency budget and \$2.3 billion in miscellaneous statewide employee fringe benefit and adjudicated claims appropriations assigned to the Comptroller; provide timely and accurate analysis of budgets, financial trends and forecasts; preparation of legislative and workshop testimony, answers to legislative inquiries, analysis of legislation and submission of agency allotment forms; breakdown of divisional budgets, financial planning and analysis, report preparation and presentation, forecasting budgeted expenditures; capital budget planning and accounting, including preparation of State Bond Commission requests; interpret constitutional and statutory provisions, as well as proposed legislation affecting state financial expenditures and revenues; preparation of financial reports required by law and submitted to the Budget and Financial Analysis Division, Office of the State Treasurer, Office of Policy and Management (OPM), and Office of Fiscal Analysis (OFA) on multiple statewide accounts and programs including Other Post Employment Benefit (OPEB) accounts, and documents related to the Statewide Cost Allocation Plan (SWCAP); advise Comptroller and Deputy Comptroller on policy, programs, and objectives of agency financial matters; communicates and collaborates with budget analysts at OPM with regard to agency accounts throughout year and performs other related duties as required.

PREFERRED EXPERIENCE AND SKILLS:

- Experience developing and managing large multi-million dollar budgets;
- Experience creating and presenting accurate fiscal reports to audiences with diverse backgrounds and varying levels of fiscal experience;
- Experience with state and federal accounting, budgeting, reporting and audit processes;
- Excellent leadership and supervisory skills;
- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization;
- Strong and creative problem solving skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis;
- Superior ability to multi-task, and work well under pressure;
- High level of integrity and dependability with a strong sense of urgency and results-orientation;
- Proficient in the navigation and use of Core-CT and developing EPM reports;
- Experience with Microsoft applications including Word, Excel, Outlook;
- Excellent written and oral communication skills
- Considerable ability to analyze, interpret and apply laws, statutes, regulations, policies and collective bargaining agreements.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, resume, three (3) letters of professional references from current and/or previous supervisors and an Application for Examination or Employment (CT-HR-12 – available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) (Please indicate the job posting number on the application form). State employees must include copies of their last three (3) Service Ratings in lieu of references no later than the closing date at the top of this announcement to:

Elena Vazquez, Human Resources Associate
Office of the State Comptroller
Management Services Division – Human Resources Office
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106
OR
Fax to: 860-702-3324
Email: elena.vazquez@po.state.ct.us

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

